

## **Staff Council Meeting**

### **Minutes 9/16/2022**

Members Attended: Mandy Douglas, Brandon Kight, Treva Johnson, Amber Hodges, Sheila Jacobs

Staff Attended: Charlene Blankenship, Denise Daniels, Diana Cochran, Madison Wimberly, Meisha Williams, Ranceince Pollett, Mikayla Frye

- I. **Call to Order:** 2:02 PM
- II. **Approval of Minutes:** Brandon Kight made a motion to accept the June 17, 2022 meeting minutes. Treva Johnson 2<sup>nd</sup>ed the motion and all in favor.
- III. **Committee Reports:**

#### **Member Updates – Mandy Douglas**

- i. **New Hires**
  - a. Robert Grant, *Vice President of Institutional Advancement*
  - b. Diana Cochran, *Executive Assistant to the Provost-VP of Acad/Stud*
  - c. Jessica Jones, *Scanning & Indexing*

#### **IV. Treasurer Report – Treva Johnson**

- i. Foundation Account-\$2, 682.17
  - a. No donations since this summer; majority of this amount was raised from the sales of Morgan House items
- ii. Sunshine Fund
  - a. Still accepting donations for the Sunshine fund

Going forward: We may consider a fundraising effort towards the end of the year/garage sale

#### **V. Special Events Committee**

- i. Secret Pal
  - a. Sheila Jacobs is currently working on the questionnaire to prepare for another year of Secret Pal.

#### **VI. Old Business**

- i. Council is still planning professional development/teambuilding ideas for next year's faculty/staff workshop. Enrollment management is currently working on an idea, and we may need to get with them.
- ii. Council is still taking ideas to help improve the communication between departments/staff members as well as way to improve staff morale.
- iii. The idea of a designated staff breakroom located on the hallway that previously housed the former Title IX Coordinator's office in the JAM building was proposed as one way to help improve morale.

#### **VII. New Business**

- i. Mandy Douglas and Brandon Kight will be attending the USG Staff Council Fall Conference.
- ii. Each Holiday Luncheon celebration will be from 11 AM to 2 PM. The President will provide the hams while staff members can bring a side dish or dessert. Charlene Blankenship made the motion to have donations for the Sunshine fund taken up during the Luncheon. Denise Daniels 2<sup>nd</sup>ed the motion and all were in favor.
- iii. Brandon Kight made a motion to invite the President to join our November meeting. Amber Hodges 2<sup>nd</sup>ed the motion and all in favor. Council will brainstorm ideas to build staff morale through Microsoft Teams to discuss with him in the interim.

### **VIII. Announcements**

- i. The schedule for the Holiday Luncheon is as follows:
  - a. 12/08/2022 – Augusta campus
  - b. 12/09/2022 – Swainsboro campus
  - c. 12/12/2022 – Statesboro campus
- ii. Honey Extraction (09/22/2022)
  - a. 3 PM in Rotunda
- iii. Family and Friends Day (09/24/2022)
  - a. Mandy Douglas will donate chips on behalf of Staff Council.
- iv. Open Registration (10/17/2022)
- v. Adult Learning Open House
  - a. Statesboro (10/26/2022)
  - b. Swainsboro (11/2/2022)
- vi. Student Life Toy Drive Kick Off (11/01/2022)
- vii. Treva Johnson announced the decommissioning of Pigeon communication system and recommended the use of Microsoft Teams as an excellent source for document sharing and hosting chat sessions.

### **IV. Adjournment**

Denise Daniels made a motion to adjourn at 2:38 PM.